

# **10 FAM 460 COLLEGE AND UNIVERSITY AFFILIATIONS PROGRAM**

*(TL:PEC-01; 10-01-1999)*

## **10 FAM 461 PURPOSE**

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The College and University Affiliations Program (CUAP) was established in 1982. It provides institutional grants to foster sustainable linkages in the humanities, law, business and the social sciences between the United States and foreign academic institutions of higher education to promote reciprocal and mutual understanding to contribute to a more secure and more prosperous world. The CUAP is administered by the Humphrey Fellowships and Institutional Linkages Branch of the Office of Global Educational Programs (ECA/A/S/U). The CUAP grants will support curriculum, faculty and staff development, collaborative research and outreach activities to the community with long-term institutional impact.

## **10 FAM 462 ELIGIBILITY**

*(TL:PEC-01; 10-01-1999)*

Program participation is open to accredited two-and four-year institutions of higher education, including graduate schools and consortia of colleges and universities. Participation abroad is open to recognized degree-granting institutions of higher education and independent research institutes. Eligible countries and academic disciplines are identified each year in the Request for Proposals (RFP), which is announced in *the Federal Register*. RFP can also be downloaded from the Bureau of Educational Affairs website. The RFP announcement usually appears in the spring or summer with a fall deadline. Participating institutions are required to maintain faculty and staff on full salary during the exchange. U.S. institutions collaborate with foreign partners and cultural officers at U.S. embassies abroad in developing proposals.

## **10 FAM 463 APPLICATION PROCEDURES**

*(TL:PEC-01; 10-01-1999)*

Participants traveling under this program must be U.S. citizens if representing the U.S. partner institution, or nationals of the country of the

foreign partner. Proposals (which constitute the application) must be submitted by the U.S. partner and must follow the guidelines specified in the RFP, Proposal Submission Instructions (PSI), (which contains standard Bureau guidelines, technical instructions, and required certifications/forms to be returned as part of the proposal submission), and the Program Objective, Goals, and Implementation (POGI), (which further elaborates on the program guidelines outlined in the RFP, providing more specifics to assist in program development.

## **10 FAM 464 GRANT BENEFITS**

*(TL:PEC-01; 10-01-1999)*

The program currently awards grants up to \$120,000 for a three-year period. Award funding may be used to defray costs for travel and per diem for lecturing faculty on teaching and research assignments of at least one month or longer. There is also a modest allowance for educational materials, communications and administrative expenses. Total amount requested covering eligible expenses of both institutions may not exceed the maximum allowed for the locality of request as listed in the RFP.

## **10 FAM 465 REVIEW PROCESS**

*(TL:PEC-01; 10-01-1999)*

Proposals are reviewed and evaluated for technical eligibility, academic quality, depth, and feasibility. Proposals which are technically ineligible will not be reviewed further. Upon completion of the technical review, all applicants will be notified in writing of the status of their proposals. There will be a grace period to submit any missing documentation. Technically eligible proposals will be forwarded for academic review. Proposals recommended by independent academic review panels will be considered internally in the Bureau of Educational and Cultural Affairs. Proposals must be outcome-oriented, and must demonstrate an institutional commitment to the promotion of public diplomacy and international educational exchange. Commitment may stem from a Fulbright grant or another type of involvement. After the final review of proposals, The Branch announces the grant awards, usually in mid summer. Funded proposals will be subject to periodic reporting and evaluation requirements.

### **10 FAM 465.1 Technical Review Criteria**

*(TL:PEC-01; 10-01-1999)*

To meet technical review requirements, proposals must be submitted by the deadline and the proposal package must include: an executive summary, a narrative, a three-column budget (covering international travel

and per diem) indicating U.S. institution cost-share and foreign partner institution cost-share when available; curriculum vitae of project participants; letters of institutional support and disciplines and themes as described in the RFP. U.S. institutions are responsible for assuring complete understanding of and compliance with financial requirements by the foreign partner. Participating institutions must maintain their faculty on salary and benefits during the exchange.

## **10 FAM 465.2 Academic Review Criteria**

*(TL:PEC-01; 10-01-1999)*

Proposals are reviewed by independent academic panels (with geographic and discipline expertise) which make recommendations to the Bureau of Educational and Cultural Affairs based on the following criteria

### **10 FAM 465.2-1 The Project**

*(TL:PEC-01; 10-01-1999)*

a. Clear indication that the proposal seeks to establish a truly reciprocal and mutually beneficial institutional affiliation abroad or to expand the scope of an existing affiliation.

b. Feasible project objectives and a detailed schedule which must include a well-reasoned combination of useful and appropriate teaching, lecturing, college and university teacher development, curriculum development, collaborative research, and outreach.

c. The promise of sustainability and long-term impact which should be reflected in a plan for continued, non-U.S. Government support and follow-on activities.

d. Cost effectiveness (i.e., competitive contributions by the U.S. institutions and if possible, the foreign partner institutions),

e. An effective evaluation plan which defines and articulates a list of anticipated outcomes clearly related to the project goals and activities and procedures for on-going monitoring and mid-term corrective action.

### **10 FAM 465.2-2 Proposed Partner Institutions**

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a. Evidence of strong commitment to internationalization by participating institutions (i.e., developing other international projects, a stated vision for internationalization, and/or building upon past international activities) and evidence of each partner's commitment to the linkage.

b. Institutional resources adequate and appropriate to achieve the project's goals. Relevant factors are: the match between partners; the financial and political stability of the institutions; availability of a critical mass of college and university teachers willing and able to participate; the quality of exchange participants' academic credentials, skills, and experience relative to the goals and activities of the project plan (e.g., language skills).

c. Institutional track record. Past performance of prior recipients is a consideration as well as a demonstrated potential of new applicants.

d. Institutional and geographic diversity of the United States and institutions abroad (i.e., racial, ethnic, and gender composition of student enrollments; small under-represented institutions, two/year community colleges, and institutions in under-represented geographic locations).

### **10 FAM 465.2-3 Bureau Review Criteria**

*(TL:PEC-01; 10-01-1999)*

a. Proposals recommended by academic review panels will be reviewed by the Bureau. Bureau considerations are based on:

- (1) Assessment in the field offices, in terms of need and feasibility;
- (2) Advancement of mutual cultural and political understanding between the countries or geographic areas represented in the partnership;
- (3) Academic quality, reflected in academic review panels' comments and recommendations;
- (4) Feasibility of program plan;
- (5) Promise of long-term impact;
- (6) Cost effectiveness and contributions by partner institutions

b. All proposals recommended for funding will be subject to review for conformity to relevant OMB and legal guidelines. Funding of any proposal is subject to the regular procedures, regulations and requirements for Bureau of Educational and Cultural Affairs grants, including review by the Office of the Legal Adviser.

### **10 FAM 466 VISAS AND TRAVEL**

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The U.S. partner is responsible for initiating all visa requirements, including the issuance of IAP-66 forms to foreign participants. In some

cases, the Branch may request facilitative assistance from posts for the late issuance of IAP-66s, but this is only under exceptional circumstances. As with all U.S. Government-funded travel, Fly America regulations apply for the College and University Affiliations exchanges. Per diem and/or salary supplement levels are set by the grantees in their budget proposal. Although the prevailing U.S. Government per diem may be proposed for exchanges, applicants have been encouraged to consider more modest funding, which can be more easily maintained after the period of grant funding expires. The U.S. institution is also responsible for withholding taxes for foreign participants. (The IRS publication #515 *Withholding of Tax on Nonresident Aliens and Foreign Corporation* is a good source of information.)

## **10 FAM 467 PROGRAM ADMINISTRATION**

(TL:PEC-01; 10-01-1999)

a. The program is centrally funded in Washington, D.C. with coordination and support provided as follows:

(1) The Bureau of Education and Cultural Affairs sets Department policy for the program. Within the Bureau, ECA/A/S/U is responsible for coordination of the program with all concerned elements of the Department and for providing insight and guidance to applicants and grant recipients.

(2) ECA/A/S/U has the overall responsibility for the annual grants competition and program coordination and administration. ECA/A/S/U recommends policy and planning, provides budget guidance and control, evaluation and follow-up and oversees an outside contract agency responsible for the technical and academic reviews, and administrative and programmatic assistance during the annual proposal competition. It ensures integration of affiliations programming with other country and area-specific academic exchanges programming, guidance to applicants with a country-specific interest, and oversight and follow-up for awarded grants rests with the relevant geographic region. The coordination of the College and Affiliations grants is usually assigned to the respective program officer responsible for that geographic region, who is also responsible for monitoring the College and University Affiliations projects and who forwards to the posts progress reports from U.S. institutions.

(3) Coordination between ECA/A/S/U and an outside contract agency is normally assigned to one officer in the Branch.

b. An outside contract agency provides administrative support services for the grant competition process; performs the technical review for compliance with published Department guidelines; and puts together an

independent panel of academic and area specialists who review proposals and make recommendations for funding to the Department.

c. After grants are awarded, all support and follow-up to grantees is provided directly by the Department by the Branch, and not by a contract agency.

## **10 FAM 468 POST RESPONSIBILITIES**

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a. Posts and/or commissions are responsible for informing interested foreign institutions about the potential for funding under the College and University Affiliations program; recommending program participation; and facilitating communications between foreign institution and Department/U.S. partner. Post also provides support in assessing ongoing projects in the field and provides feed-back when necessary to the Branch.

b. Technically eligible applications will be reviewed by posts according to the academic review criteria specified above. The Branch will forward the criteria by telegram or e-mail correspondence.

## **10 FAM 469 UNASSIGNED**